

SCHOOL FACILITY PROGRAM (SFP) APPLICATION SUBMITTAL

The following items are necessary for an SFP application package to be deemed complete by the Office of Public School Construction (OPSC):

New Construction

ELIGIBILITY Determination Request

- Completed *Enrollment Certification* (Form SAB 50-01).
- Completed *Existing School Building Capacity* (Form SAB 50-02).
- Completed *Eligibility Determination* (Form SAB 50-03).
- If an enrollment augmentation is requested, a letter which includes a certification by the District Representative of the number of new housing units as indicated on the *Enrollment Certification* (Form SAB 50-01), and a statement verifying that a copy of the approved tentative subdivision map used for augmentation of the District enrollment is on file, and readily available for the OPSC to review at the District office.
- If applicable, a copy of the study supporting the District's yield factor, when higher than the statewide average student yield factor.
- Although site diagrams, the OPSC Worksheet or other facility summaries are not required to be submitted with the applications, a School District may wish to facilitate the processing of its applications by submitting both items with its eligibility determination request. However, be aware that these documents are required when an OPSC representative visits your District to perform a facility inventory.

FUNDING Request

- Completed *Application for Funding* (Form SAB 50-04).
- Final Division of State Architect (DSA) approved plans and specifications.
- Cost Estimates for site development work.
- Appraisal of property to be acquired that is less than six months old and escrow instructions unless the District certifies the site is being secured through condemnation proceedings.
- *California Department of Education (CDE) Approval* (Form 4.09)

Modernization

ELIGIBILITY Determination Request

- Completed *Eligibility Determination* (Form SAB 50-03).
- Site diagrams or a fire drill map of the applicable school. The diagrams/map must show the ages and number of all classrooms in accordance with the Gross Classroom Inventory, Regulation Section 1859.31. If Option B square footage choice is selected, the diagrams/map must show the ages and approximate dimensions of all buildings on the site.

FUNDING Request

- Completed *Application for Funding* (Form SAB 50-04).
- Final DSA approved plans and specifications.
- Cost Estimate, certified by the project architect or the design professional, which indicates the work in the plans and specifications is equal to at least 60 percent of the total combined State grant and local matching share amount for the project.
- *California Department of Education (CDE) Approval* (Form 4.09)